

~~CONFIDENTIAL~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Arms Control Intelligence Staff's Move to the
New Headquarters BuildingDDA/REG
LOGGED

FROM:

Director of Logistics

EXTENSION

NO.

OL 7227-89



DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA/ms
7D24 Hqs

6/7/89

m

2. EXA

7 JUN 1989

m

3. ADDA

08 JUN 1989

P

4. DDA

8 JUN 1989

m

5.

6. Registry (line)

7.

8.

9.

10.

11.

12.

13.

14.

15.

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* Bldg - 9

C O N F I D E N T I A L

OL 7227-89

5 June 1989



MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Logistics

SUBJECT: Arms Control Intelligence Staff's Move to
the New Headquarters Building

1. After identifying space in the New Headquarters Building (NHB) for the Arms Control Intelligence Staff (ACIS) and after conducting a preliminary review of their requirements, Facilities Management Group (FMG) established an early November 1989 move date. Subsequently, a request to prioritize this move was received. FMG, in conjunction with the Office of Information Technology, has reexamined and adjusted the NHB occupancy schedule. FMG now estimates that completion of the ACIS space can be expedited to accommodate an 8 September 1989 move.

2. In order to meet this date and avoid any slips of the programmed moves of the Counternarcotics Center and the Office of Personnel, certain portions of the ACIS fit-out, such as construction, carpeting, and partition and furniture installation, will have to be done on an overtime basis. The original FMG cost estimate of \$605,000 for placing ACIS in the NHB did not include money for overtime. As a result, additional funds may be required to complete this project. We will advise ACIS of any additional funding requirements once they are firmly identified.

C O N F I D E N T I A L